

**Gordon Ford College of Business
Administrative Council Meeting**

Minutes

November 3, 2016

8:00 a.m.

Grise Hall 443

Members present: Drs. Ray Blankenship, Indudeep Chhachhi, Cathy Carey, Bob Hatfield, Harold Little, Paula Potter, Patricia Todd, Michelle Trawick, and Jeff Katz, presiding. Dr. Jean Snavelly was a guest.

Dr. Snavelly gave an update from the AOL committee. She distributed a packet of information about the AOL committee with the learning goals and objectives. Dr. Snavelly shared assessments and evaluations that have taken place so far and how GFAC can help going forward. Ethics, Communication, and Critical Thinking are three of the topics AOL would like to have more information on from undergraduate classes. Dr. Katz said the January faculty and staff meeting will have a discussion about the AOL process.

Dr. Katz asked for approval of the minutes. Dr. Hatfield made a motion to approve and Dr. Little made a second motion to approve the minutes from October 20, 2016. The minutes were approved by GFAC without changes.

Dr. Katz gave an update from the recent CAD update. He announced there will be a major Blackboard update June 25 and 26, 2017. Dr. Katz said there was discussion about defining what is meant by international reach and how the international office can work with the colleges.

Dr. Katz shared that he recently met with the Student Advisory Council. He shared their suggestions of faculty taking students to lunch or dinner and their need for a student work room. He encouraged them to share their suggestions at the SPC. They also asked for filling stations for water bottles instead of water fountains. Dr. Todd said the Sustainability Office on campus can help. Dr. Katz also shared their suggestion for a CFA track.

Dr. Katz gave an update on the Smart Lab proposal. He shared that Ms. Jenna Aikins plans to meet with department office associates about preparing budgets.

Dr. Katz shared the accreditation timeline and reviewed it with GFAC. Dr. Katz asked for questions and suggestions. He would like to engage the faculty and share the timeline with them.

Dr. Trawick shared the revised copy to the faculty qualifications guidelines. She reviewed the proposed changes with GFAC. Dr. Trawick asked GFAC to go back and review the changes and send her any other suggestions or changes. This will be discussed again at the next GFAC. The goal is to present this to the faculty in January.

Dr. Trawick asked for feedback about a senior celebration/recognition for GFCB graduates. She has heard from most departments their plans to recognize seniors. Her goal for the Spring is to

have a week or day to recognize graduates. She would like departments that are having their own celebrations to hand out the GFCB graduation t-shirts.

Dr. Katz announced that Mr. Ridley has some vacant space on Fountain Square that has been offered to the GFCB. This could be an opportunity for some of the centers to have an off campus presence. Dr. Katz will arrange a visit to the space for GFAC to evaluate it for ideas.

Dr. Trawick presented email lists for each department. She asked GFAC for approval to use the departmental lists and asked for any names missed.

Dr. Katz announced his travel plans for the Beta Gamma Sigma board meeting. He thanked GFAC for their participation in the Business Executive Advisory Council. Dr. Chhachhi announced the Finance Department is hosting a TVA Conference. They have three candidates scheduled to visit campus in November. Dr. Todd shared the Marketing Advisory Council is November 4th. She announced Dr. Gotlieb received emeritus status. She also said the eSports team is now 2-0 and there is a coach from the Computer Science program. Dr. Carey said the Economics Department approved a game theory course that will be presented to the curriculum committee. Dr. Little said the Accounting Department is going to Butler County to speak to FBLA and they have two search committees underway. Dr. Katz mentioned there is some interest in adding a Phi Beta Lambda chapter to GFCB and GFAC should let him know if they have faculty interested in being involved. Dr. Blankenship said the Information Systems Department is searching for a new office associate. Dr. Trawick said the project design team has permission to proceed with auditorium updates over the Winter Break. She should know soon if it will take place but it will be based on availability of the chair fabric. She also announced she has worked with Dr. Spiller on Digital Measures to make sure all relevant information is included to populate the vitae and a new box for impact has been added. She is working to get the current electronic evaluation form to map correctly to Digital Measures. Dr. Trawick will be emailing GFAC about the 18 hour and EPQ forms for SACC accreditation purposes. She announced the search committee for the Constituent Engagement Coordinator has closed the search and plans to meet soon to begin the interview process. Dr. Hatfield announced the case studies the MBA is currently working on and the impact they are having in the community. Dr. Potter announced the Management Department Advisory Council is meeting on November 14th. They have a search underway for the Operations position. She also announced on Wednesday, November 16th Dr. Dana Cosby has organized a Business Symposium.

There was discussion about student travel and guidelines. There was also discussion about the need to speak with students before travel about the expectations of any trip, including the professional conduct expected. Dr. Blankenship suggested reviewing the guidelines and expectations at the January college meeting.

The meeting ended at 10:30 a.m. The next meeting is scheduled for Thursday, November 17th.